

Job Description: Acting Sexton (Flex-Time/Part-Time)

Church Sexton, Milford, CT

Resumes Accepted: CURRENT – Summer 2022

First United Church of Christ, Congregational seeks a well-skilled, hard-working, team player to become the primary caretaker of its beautiful properties, including the historic meetinghouse & parish center, a chapel/education building, parking lot and a small residential property.

The ideal candidate will have skills and experience to solve day-to-day minor repairs and maintenance requirements in the areas of plumbing, electrical, HVAC, etc. and the ability to work with contractors as needed for major issues.

Duties include:

- Cleaning and care of spaces as directed
- Seasonal landscape maintenance, other than mowing
- Scheduled event preparation/clean-up

This position reports jointly to the Senior Pastor and the Trustee Chairperson.

Attendance at weekly meetings with the staff and a monthly (evening) meeting with the Trustees as required. Act as point of contact person for all Church properties concerning facility maintenance. The sexton reports conditions and issues with any of the properties to the Trustee Chairperson and Senior Pastor.

Expectations:

- Good organizational, communication, and moderate computer skills
- High degree of self-management, flexibility and multi-tasking;
- Ability to perform physical work, to lift up to 75 lbs., and to walk, climb ladders, and climb stairs as needed.
- High School diploma or equivalent certificate; preferably Tech school experience,
- A current CT driver's license in good standing,
- Responsible for trash removal and supply pickup. (Mileage reimbursed.)
- Candidate will be expected to submit to a background check prior to hiring. References will be required prior to hiring.

Expected schedule for this hourly position is: Sunday Morning 7:30 AM-1 PM, and 4 other days of flex time to be negotiated with candidate to meet the needs of the church.

First Church is offering \$21/hour for this 15-20 hour a week temporary position. Additional hours/compensation are offered to cover special events.

Resume (along with 2 references: name/position/relationship to applicant/phone contact) should be sent to Acting Sexton Search Committee, First United Church of Christ, 34 West Main Street, Milford, CT, 06460, or via email: milfordfirstucc@yahoo.com subject "Acting Church Sexton Application."

Acting position is a temporary position, with review and potential for long-term at end of summer.

Work Remotely – No